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Office Memorandum • UNITED STATES GOVERNMENT

TO : Classification and Wage Division

DATE: 21 Oct. 1954

ATTN : 

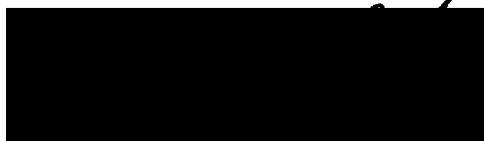
FROM : Personnel Officer, ORR

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SUBJECT: Position Reclassification

1. It has been ascertained that, due to recent changes, the secretarial duties of Slot No. F-258 in the Materials Division, Non-Ferrous Metals and Minerals Branch, no longer include those of a stenographic nature.

2. It is therefore requested that this Slot be reclassified to a Secretary (Typing) at the same grade level.



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St/A/RR:mgn

Distribution:

- 0 & 1 - Addressee
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